



King County
Department of Permitting
and Environmental Review
 35030 SE Douglas Street, Suite 210
 Snoqualmie, WA 98065-9266
 206-296-6600 TTY Relay: 711
www.kingcounty.gov

Pre-Application Meeting Request: Scheduling, Fees, and Submittal Requirements

For alternate formats, call 206-296-6600.

Pre-application meetings are intended to provide applicants with the opportunity to present development proposals to the Department of Permitting and Environmental Review (DPER) to review and discuss application requirements prior to the actual permit intake process. This process allows applicants to ask permitting staff questions about applicable codes and processes and determine the requirements for a complete application. It also allows DPER staff to become familiar with project elements prior to a complete, in-depth review. There are two types of Pre-application Meetings.

- 1) A **Voluntary Pre-application Meeting** is held at the applicant's request to gain a better understanding of regulations that will influence the project design or to determine the project's feasibility. This meeting may be very preliminary in nature and is not intended to fulfill the mandatory pre-application meeting requirements of the King County Code (KCC). The applicant is free to choose as many or as few review disciplines as they feel necessary to discuss the desired topics that will help refine their proposal.

Voluntary pre-application meetings for commercial building permits and site development/clearing & grading permits subject to SEPA (Type 1 decisions) are highly recommended. Although these permit types do not require a pre-application meeting, the communication with staff is likely to reduce the number of fewer revision cycles and improve permit approval timeframes.

- 2) A **Mandatory Pre-application Meeting** is required prior to permit submittal for all Type 2, 3, and 4 decisions per KCC 20.20.030. A mandatory pre-application meeting generally requires a higher level of plan detail than a voluntary pre-application meeting. The objectives of this pre-application meeting are to provide guidance on the requirements for a complete application and to expose and discuss any critical issues. Depending on the development permit being discussed, DPER considers certain review disciplines essential to the review of the permit application. See submittal requirements on page 4 for direction.

Information provided by King County staff during the pre-application phase is preliminary in nature and subject to changes in codes and regulations until a formal permit application is submitted and deemed complete. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County. Pre-application meeting products are valid for one year from the date of the meeting. **Pre-application meetings do not vest a proposal to a particular version of code, regulation, or standard.**

For questions about the appropriate pre-application meeting for your project, call (206) 296-6600.

HOW TO SCHEDULE YOUR PRE-APPLICATION MEETING

1. Select the review disciplines from the list below that apply to your project. See page 4 for the required reviewers for certain application/project types. DPER may determine additional staff/disciplines are necessary based on the pre-application materials presented and charges will apply accordingly.
2. Complete the "pre-application meeting request form" on page 3.
3. Prepare the documents listed on page 4, with enough copies for each review discipline attending the meeting.
4. Submit the required documentation and application fee to DPER, preferably in-person, or call for instructions for mailing in the pre-application meeting request. Check our customer service office hours by calling 206-296-6600, or look on-line at <http://www.kingcounty.gov/property/permits.aspx>.
5. A meeting date and time will be arranged following application submittal. Meetings are scheduled within approximately 30 days from the date of a submittal to allow review staff adequate time to prepare. Incomplete application packages can delay the scheduling of the pre-application meeting.

FEE INFORMATION

King County Title 27 requires DPER to assess non-refundable fees for pre-application meetings based on the number of Permitting Department staff for the review disciplines attending the pre-application meeting shown in the chart below.

DPER Permitting Review Staff:	\$615 per staff participant
King County Department of Transportation (KCDOT):	\$686 per staff participant
King County Department of Natural Resources and Parks (DNRP):	\$686 per staff participant
Qualified agricultural building or activity with a Farm Plan:	\$308 per staff participant

REVIEW DISCIPLINES

<input type="checkbox"/> A: Land Use and Zoning, includes: Site Planning, Project Management, Land Use, Zoning, Landscaping, Parking and lot layout, On-site traffic flow, Historic preservation, Subdivisions, Conditional Uses, Variances, Temporary Use Permits and SEPA Environmental Review.	
<input type="checkbox"/> B: Site Engineering, includes: Surface Water Design Manual, King County Road Design and Construction Standards, Floodplain development, and Addressing.	
<input type="checkbox"/> C: Transportation, include: Traffic impact analysis, Signalization, Channelization, and Level-of-service evaluations (KCDOT \$686)	
<input type="checkbox"/> D: Geologic Issues (Critical Areas): Landslide hazards, Seismic, Coal Mine hazards, and Steep slopes	
<input type="checkbox"/> E: Aquatic Resource Issues (Critical Areas): Streams, Wetlands, and Shorelines	
<input type="checkbox"/> F: Grading Issues: Clearing and Grading, Erosion and sedimentation control, Tree removal/retention, Site development issues, and Site restoration.	
<input type="checkbox"/> H: Fire Issues: Fire protection, Fire flow, Fire access, Sprinklers, Alarms, and Hazardous materials.	
<input type="checkbox"/> I: Building Issues: Building occupancy classification, Construction types, and Structural requirements.	
See page 4 for guidance on the disciplines required for specific permit types. Please make check payable to: <i>King County Office of Finance.</i>	Total \$



King County
Department of Permitting
and Environmental Review
 35030 SE Douglas Street, Suite 210
 Snoqualmie, WA 98065-9266
206-296-6600 TTY Relay: 711
www.kingcounty.gov

Pre-Application Meeting Request Form

Pre-Application Number:
(to be filled out by King County staff)

Please Indicate if Pre-Application Meeting is:

☐ *Voluntary (Feasibility)*

☐ *Mandatory* _____
(Project Type)

Project Name:	Date:
Applicant Name:	Agent Name:
Applicant Company:	Agent Company:
Applicant Address:	Agent Address:
Applicant Phone:	Agent Phone:
Applicant E-mail Address:	Agent E-mail Address:
Project Description/Permit(s) Requested:	
Project Address/Location:	Parcel Number(s):

APPLICANT TEAM ATTENDANCE

Indicate the number of individuals from each discipline that plan to attend.

Applicant:_____	Architect:_____	Legal Counsel:_____
Civil Engineer:_____	Developer:_____	Property Owner:_____
Geotech. Consultant:_____	Landscape Architect:_____	Traffic Engineer:_____
Wetland/Stream Consultant:_____	Other:_____	Other:_____

Please include payment based on the number of Permitting Department staff attending (see page 2).
Make checks payable to: King County Office of Finance.

PRE-APPLICATION MEETING SUBMITTAL REQUIREMENTS

X = Required O = Optional	Voluntary (Feasibility) Clearing & Grading and Building Permits	Plats and Short Plats	Conditional Use & Temporary Use Permits	Critical Areas Alteration Exception or Reasonable Use Exception	Shoreline Substantial Development, Shoreline Variance or Shoreline Conditional Use Permit	Special Use Permits & Rezones	Variance from Zoning Code
Review Disciplines Required (1) <i>See page 2 for descriptions</i>		A, B, C, D, E, F	A, B, C, H, I	A, D, E, F	A, B, E	A	A
Affidavit of Application	X	X	X	X	X	X	X
Project Narrative & Questions for DPER Staff	X	X	X	X	X	X	X
Preliminary Site / Building Plan (2)	X	X	X	X	X	X	X
Prior permits or actions pending or proposed affecting this application	X	X	X	X	X	X	X
Subdivision Density and Dimension worksheet	O	X	n/a	n/a	n/a	n/a	n/a
Conceptual Drainage Plan/Drainage Study	O	O	O	O	O	O	n/a
SEPA Environmental Checklist	O	O	O	n/a	O	O	n/a
Geotechnical Report	O	O	O	O	O	O	n/a
Wetland/Stream Report	O	O	O	O	O	O	n/a
Traffic Impact Analysis	O	O	O	n/a	n/a	O	n/a
Critical Areas Designation	O	O	O	O	O	O	O
Groundwater Study (required for proposed mining activities)	O	O	O	O	O	O	O
Site Photographs	O	O	O	O	O	O	O

- (1) Waiver of a review discipline may be granted by a Product Line Manager or Planner, depending on project and site characteristics. Call 206-296-6600 for questions.
- (2) Preliminary Site Plan should include, if known or applicable to project:
- Location of the property (vicinity map showing cross street)
 - Address (if an address has been assigned)
 - Parcel number(s)
 - Zoning of parcel(s) and adjacent parcels
 - North Arrow and Scaled dimensions (Eng. Scale for Site Plan, Arch. Scale for Building Plans)
 - Existing and proposed building footprints, with overhangs and projections
 - Existing and proposed grade contours
 - Site area in square feet or acres of the project site
 - Area of disturbance and/or development, including utilities and septic, as needed
 - Existing and proposed easements (ingress/egress, utilities, or drainage)
 - Critical areas and their buffers, if known